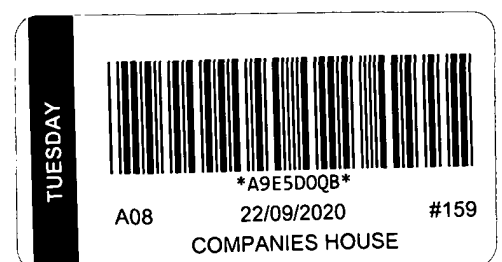


Company No. 00737334
Registered Charity No. 230899
Homes England No. H3295

**THE ABBEYFIELD LANCASTER
SOCIETY LIMITED**

FINANCIAL STATEMENTS
For the year ended 31 March 2020



THE ABBEYFIELD LANCASTER SOCIETY LIMITED

FINANCIAL STATEMENTS

For the year ended 31 March 2020

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THE ABBEYFIELD LANCASTER SOCIETY LIMITED

Trustees' annual report for the purposes of Part 8 of the Charities Act 2011 and Directors' report for the purposes of section 417 of the Companies Act 2006 For the year ended 31 March 2020

The trustees present their annual report on the affairs of the society, together with the financial statements for the year ended 31 March 2020.

The trustees' report also represents the directors' report as required by Company Law.

Reference and Administrative Details

The full name of the charity is The Abbeyfield Lancaster Society Limited.

The society's charity registration number is 230899 and its company registration number is 00737334. It is also a registered social housing provider under the Housing Act 1996 (no. H3295).

President - The Lady Shuttleworth

The trustees who served during the year were:

Executive committee:

Mr B P Threlfall	Chairman
Mrs A K Howson	Secretary
Mr C P Whytock	Treasurer
Mr J Berry	Appointed 18 September 2019
Mr J Gilbert	Resigned 18 September 2019
Mr N G Hall	
Mr R N Kirkman	
Mr A B Mackereth	
Mrs J E Threlfall	

The directors of the company during the year were:

Mr J Gilbert	Resigned 18 September 2019
Mrs A K Howson	
Mr B P Threlfall	
Mr C P Whytock	

The society's secretary is Mrs A K Howson

The registered office of the society is:

Chimside House
Abbeyfield Close
Lancaster
LA1 4NL

The website address of the charity is: <http://www.abbeyfieldlancaster.co.uk/>

Day to day management of the society is delegated to Mrs A K Howson, the society secretary and Mrs B A Gardner, the bursar.

Bankers	HSBC, 35 Market Street, Lancaster, LA1 1JQ.
Independent examiner	S Cassey, Baldwins Audit Services, Fleet House, New Road, Lancaster, LA1 1EZ.
Solicitors	Holdens, 2 Castle Hill, Lancaster LA1 1YR.
Architects	Harison & Pitt Architects Limited, 29 Castle Hill, Lancaster, LA1 1YN.
Investment advisers	Investec Wealth & Investment Limited, 5 George Square, Glasgow, G2 1DY.

THE ABBEYFIELD LANCASTER SOCIETY LIMITED

Trustees' annual report for the purposes of Part 8 of the Charities Act 2011 and Directors' report for the purposes of section 417 of the Companies Act 2006 For the year ended 31 March 2020

Structure, Governance & Management

Governing Document

The society is a company limited by guarantee under the Companies Act 2006, without share capital. Its operation is governed by its Memorandum & Articles of Association dated 8 October 1962 and amended on 31 October 2006.

Appointment of trustees

The appointment of trustees is governed by provisions contained within the society's Articles of Association. These are as follows:

- At each AGM one third of the members of the Executive Committee must retire and, if desired, stand for re-election. The trustees to retire are those longest in office since their last election.
- The society, at the AGM, may fill the positions vacated by the retiring trustees by electing any persons thereto, or by re-electing the retiring members.
- The Executive Committee has the power to appoint any person to be a trustee either to fill a casual vacancy or in order to increase the number of trustees. Any trustee appointed in this way must retire at the following AGM and stand for re-election, if desired, at that meeting.
- Any member of the society, qualified to attend and vote at the AGM, is entitled to propose the appointment of a person to act as a trustee.
- Appointments to the society's committees are made by the Executive Committee.

Trustee induction and training

Trustees are given induction and training by the society secretary.

Organisation

The society is governed by its Executive Committee, consisting of not less than three nor more than eighteen members, which meets six times per year. Certain detailed work is delegated as follows:

- A budget meeting prepares the annual budget for approval by the Executive Committee.
- The Chirside House Committee monitors the day-to-day operation of the registered residential care home. The committee meets on a monthly basis.
- The committees are assisted in their work by senior management, namely the bursar and the manager of the residential care home.

Connected charities

The society is one of around 200 similar societies, which exist throughout the United Kingdom to provide assisted living for older people. Co-operation between local societies is considerable although each retains its autonomy. There is also an umbrella organisation, The Abbeyfield Society, of which this society is a member. The Abbeyfield Society is divided into six administrative regions. Each has its own regional council composed of volunteers from societies in the region. The regional officers have regular meetings with each other, so that they can represent the views of their region through national committees.

The head office of the Abbeyfield Society is St Peter's House, 2 Bricket Road, St Albans, AL1 3JW. The staff at Head Office provide support for member societies. During the year the society incurred fees of £9,437 (2019 - £9,215) in respect of its membership of, and affiliation to The Abbeyfield Society.

Risk management

The trustees have assessed the major risks to which the society is exposed, in particular those related to the operations and finances of the society, and are satisfied that systems are in place to mitigate exposure to the major risks.

THE ABBEYFIELD LANCASTER SOCIETY LIMITED

Trustees' annual report for the purposes of Part 8 of the Charities Act 2011 and Directors' report for the purposes of section 417 of the Companies Act 2006 For the year ended 31 March 2020

Structure, Governance & Management (continued)

Financial risk management objectives and policies

The society has various financial assets and liabilities such as trade debtors and trade creditors arising directly from the society's operations.

Transactions in financial instruments result in the society assuming or transferring to another party one or more of the financial risks described below.

Price risk

The society has bought and sold Investments which comprised of Bonds and Equities during the current and prior year.

Interest rate risk

The society is not exposed to fair value interest rate risk as it holds no bank overdrafts or loans.

Credit risk

All customers who wish to trade on credit terms are subject to credit verification procedures. Trade debtors are reviewed on a regular basis and provision is made for doubtful debts whenever considered necessary.

Liquidity and cash flow risk

The society's has positive cash flows and the cash at bank and in hand is more than sufficient to cover the needs of the society.

Objectives & Activities

The society's principal objectives as set out in the Memorandum of Association are:

- The relief of aged, impotent and poor people of all classes
- The advancement of religion and education
- The pursuit of charitable activities beneficial to the community

The society was established in 1962 and it has pursued the foregoing objects by establishing, managing and developing homes in the Lancaster district that cater for the needs of the elderly. Two types of home have been developed – the supported sheltered home and the registered residential care home.

The society currently has one registered residential care home, Chirnside House, catering for thirty residents. This home provides twenty four hour care for the frail elderly.

Chirnside House is registered to cater for persons with dementia as well as the frail elderly.

Chirnside House celebrated its 25th Anniversary in August.

The society depends considerably on the commitment and enthusiasm of its volunteers. The day to day management of Chirnside House is undertaken by a manager employed by the society. The manager reports to a House Committee of volunteers and to the trustees. Volunteers also provide significant time and effort in assisting with the day to day operation of the home.

Chirnside House has been approached by young people working towards their Duke of Edinburgh Award Scheme and the society has been pleased to be able to offer the opportunity for community service to these young people. The residents and staff greatly appreciate the input made by these volunteers.

Chirnside House has developed links with a nearby Day Nursery. Groups of children from the Nursery visit the House on a regular basis and enter into activities with the residents.

As a result of the Covid-19 pandemic Chirnside House was placed in 'lock down' from 13th March 2020. The Society is extremely grateful for the efforts made by the Manager, his deputy and all the staff in ensuring that, to date, Chirnside House has continued to be a Covid-19-free zone.

Achievements and Performance

The occupancy level, a key indicator, averaged 91.8% (2019 – 94.3%) at Chirnside House.

All staff, including catering & domestic staff, have been trained to at least NVQ level 2 and most have been trained to NVQ level 3 whilst the remainder are receiving training for NVQ level 3. All staff undergo regular training updates.

THE ABBEYFIELD LANCASTER SOCIETY LIMITED

Trustees' annual report for the purposes of Part 8 of the Charities Act 2011 and Directors' report for the purposes of section 417 of the Companies Act 2006 For the year ended 31 March 2020

Value for Money metrics

In response to the Regulator of Social Housing Technical note of April 2018 the Society now reports on the Value for Money metrics. There are 7 metrics covered by this technical note.

Metric 1 – Reinvestment %

This metric looks at the investment in properties (existing stock as well as New Supply) as a percentage of the value of total properties held.

The Society metric for reinvestment is 2.5%

Metric 2 – New supply delivered %

The new supply metric sets out the number of new social housing and non-social housing units that have been acquired or developed in the year as a proportion of total social housing units and non-social housing units owned at period end.

No new supply has been delivered in the year of either social housing or non-social housing.

Metric 3 – Gearing %

This metric assesses how much of the adjusted assets are made up of debt and the degree of dependence on debt finance.

The Society holds net cash and cash equivalents therefore the metric is negative at -16.2%

Metric 4 - Earnings Before Interest, Tax, Depreciation, Amortisation, Major Repairs Included (EBITDA MRI) Interest Cover %

The EBITDA MRI interest cover measure is a key indicator for liquidity and investment capacity.

The Society paid no interest in the year and therefore the metric for interest cover is not applicable.

Metric 5 – Headline social housing cost per unit

The unit cost metric assesses the headline social housing cost per unit as defined by the Regulator.

The headline social housing cost per unit is £34,704.

Metric 6 – Operating Margin %

The Operating Margin demonstrates the profitability of operating assets before exceptional expenses are taken into account.

The Society does not operate Social housing lettings therefore the operating margin is not applicable. The operating margin of the Society as a whole is -3.2%

Metric 7 – Return on capital employed (ROCE) %

This metric compares the operating surplus to total assets less current liabilities.

For the Society as a whole this is -1.8%.

Public Benefit

Admission to Chimside House is assessed according to need. Equal & fair access is offered to all eligible older people regardless of gender, family, race, colour, religion, sexual orientation or financial circumstances – some residents are self-funded whereas others are state funded. The Society's policy is to provide all residents with support, stimulation and encouragement to an appropriate level for their individual needs.

Residents are encouraged to follow their individual religious beliefs, should they wish to do so, and clergy from various denominations visit individual residents as well as holding corporate acts of worship.

Various activities & outings are arranged in consultation with the residents. However, participation is a matter of individual choice.

Residents raise money for charitable causes. The choice of charities to benefit from these money raising activities is decided by the residents.

Chimside House has an active Residents' Circle which meets on a regular basis.

THE ABBEYFIELD LANCASTER SOCIETY LIMITED

Trustees' annual report for the purposes of Part 8 of the Charities Act 2011 and Directors' report for the purposes of section 417 of the Companies Act 2006 For the year ended 31 March 2020

The Trustees of The Abbeyfield Lancaster Society Limited believe they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission.

Financial Review

The financial results for the year are as set out in the statement of financial activities on page 8 and the position at the end of the year is shown in the balance sheet on page 9. The (deficit) / surplus for the year and its allocation are as follows:

	2020 £	2019 £
Unrestricted operating (deficit) / surplus	(25,659)	12,458
Investment income, legacies, donations and sundry income	11,702	11,101
Investment management costs	(3,064)	(2,853)
(Decrease) / increase in market value of investments	(37,648)	7,528
Unrestricted (deficit) / surplus for the financial year	(54,669)	28,234
Allocation:		
Transfer from charitable capital expenditure reserve	(1,738)	(27,515)
Transfer to Swainson Bursary Fund	289	260
Transfer to Disposals Proceeds Fund	-	316
Transfer (from) / to revenue reserve	(53,220)	55,173
	(54,669)	28,234

The main points arising from these accounts are as follows:

- An unrestricted operating deficit of £25,659 (2019: surplus £12,458) arose in the year from the operation of Chirnside House.
- Residential charges received rose to £950,052 (2019: £909,815), an increase of 4.4 %.
- Unrestricted house operating costs, excluding property depreciation, rose to £929,745 (2019: £850,868), an increase of 9.3%.
- The revenue reserves of the society decreased to £406,202 (2019: £459,422).

The principal funding source is income from residential charges.

Movements in fixed assets in the year are shown in note 8 to the financial statements. Capital expenditure of £49,957 was incurred during the year.

The trustees consider the market value of the society's fixed assets to be in excess of their current book values.

Indemnity insurance in respect of the trustees has been provided by way of a block arrangement within the overall insurance policy for the house and no separate premium is identifiable.

Investment powers and policy

The society is permitted by its Memorandum of Association to invest any funds not immediately required for its purposes in any investments, securities or property as may be thought fit. Funds subject to the jurisdiction of the Charity Commissioners may only be invested in such securities and with such sanction as may for the time being be prescribed by law.

The society's investment policy is a balance between long-term investment and some short-term investment to allow accessibility of some funds.

The society's investments, as shown in note 11 to the financial statements and comprising of Bonds, Unit Trusts and Equities were held during the year in accordance with the powers available to the trustees.

THE ABBEYFIELD LANCASTER SOCIETY LIMITED

Trustees' annual report for the purposes of Part 8 of the Charities Act 2011 and Directors' report for the purposes of section 417 of the Companies Act 2006 For the year ended 31 March 2020

Reserves Policy

The current policy of the society is to maintain free reserves at a level that equates to between 3 and 6 months of operating expenditure. The reserves policy is reviewed annually in order to take account of any changes in the environment in which the society operates.

Total unrestricted reserves held at the year end amounted to £900,853. Included in unrestricted reserves are designated reserves totalling £494,651 and further details of these are given in note 16 to the financial statements. The unrestricted revenue reserves, not committed or invested in tangible fixed assets ("free reserves") held by the society at 31 March 2020 amounted to £308,491. This equates to approximately four months of expected operating expenditure for 2020-21 which is within the level as set by the trustees. The trustees will take measures in future periods to maintain the level of reserves held.

Plans for future periods

The Society is committed to ensuring that Chirnside House remains a Covid-19-free zone.

Amongst the Society's aims is to ensure that there is continued compliance in all areas of inspection with the Care Quality Commission.

The Society is compliant with the General Data Protection Regulations.

Chirnside House is committed to interacting with the local community as much as is practicable and to give young people the opportunity to understand and become involved with the elderly.

The society is committed to working to meet the challenges arising from the impact of the Care Act.

Staff training now ensures that there are staff members who are specialists in core areas to further improve the care provided to the residents.

As well as providing high quality permanent care, Chirnside House is also committed to providing the same high quality respite care for which there is an increasing demand from the local community.

The society is committed to ensuring that all staff receive on-going training to ensure that the residents continue to receive the high quality of care which the society prides itself in providing.

The Society is committed to be compliant with the requirements of the Investors in People Award.

Independent examiner

A resolution will be proposed at the Annual General Meeting that S Cassey of Baldwins Audit Services be re-appointed as independent examiner to the society for the ensuing year.

Statutory compliance

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with requirements of the charity's Memorandum and Articles of Association, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published October 2019, effective 1 January 2019.

In preparing this report, the trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

Approved by the Executive Committee on

4th August 2020



Mrs A K Howson
Secretary and trustee

THE ABBEYFIELD LANCASTER SOCIETY LIMITED

Independent Examiner's report to the Trustees of The Abbeyfield Lancaster Society Limited

I report on the financial statements of the charitable company for the year ended 31 March 2020 as set out on pages 8 to 21.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

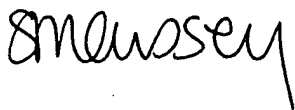
Independent examiner's statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an Independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Baldwins
Fleet House
New Road
Lancaster
LA1 1EZ

Susanna Cassey
ICAEW Chartered Accountant

Date 21 August 2020

THE ABBEYFIELD LANCASTER SOCIETY LIMITED

Statement of Financial Activities (including Income and Expenditure Account) For the year ended 31 March 2020

	Note	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £	Total Funds 2019 £
Income and endowments from :					
Donations and legacies					
- Donations and legacies		5,205	-	5,205	1,000
Charitable activities					
- Residential care for the frail elderly	1	950,052	-	950,052	909,815
Investments	2	11,702	-	11,702	10,091
Other:					
- Sundry income		-	-	-	10
Total income and endowments		966,959	-	966,959	920,916
Expenditure on :					
Charitable activities					
- Residential care for the frail elderly	3	(980,918)	(29,788)	(1,010,704)	(926,617)
Investment management costs		(3,064)	-	(3,064)	(2,853)
Total expenditure		(983,980)	(29,788)	(1,013,768)	(929,470)
Net expenditure before investment losses		(17,021)	(29,788)	(46,809)	(8,554)
Net (losses) / gains on investments		(37,648)	-	(37,648)	7,528
Net expenditure and movement in funds for the year		(54,669)	(29,788)	(84,457)	(1,026)
Reconciliation of funds:					
Total funds at 1 April 2019		955,522	889,138	1,844,660	1,845,686
Total funds at 31 March 2020		900,853	859,360	1,760,203	1,844,660

The statement of financial activities includes all gains and losses in the year.

All incoming resources and resources expended derive from continuing activities.

THE ABBEYFIELD LANCASTER SOCIETY LIMITED

Company number: 00737334

Charity number: 230899

Balance Sheet**As at 31 March 2020**

	Note	2020 £	2019 £
Fixed assets			
Tangible assets	8	1,330,354	1,333,163
Current assets			
Stocks	9	5,690	4,433
Debtors	10	11,431	17,954
Investments	11	274,197	304,024
Cash at bank and in hand	12	199,493	291,443
		490,811	617,854
Creditors: amounts falling due within one year	13	(60,982)	(106,357)
Net current assets		429,849	511,497
Total assets less current liabilities		1,760,203	1,844,660
Funds of the charity:			
Unrestricted funds			
- Designated reserves	16	494,651	496,100
- General revenue reserve	16	406,202	459,422
		900,853	955,522
Restricted funds	16	859,350	889,138
Total funds		1,760,203	1,844,660

The directors consider that the society is entitled to exemption from the requirement to have an audit under the provisions of section 477 the Companies Act 2006 ("the Act") and members have not required the society to obtain an audit for the year in question in accordance with section 476 of the Act. The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

THE ABBEYFIELD LANCASTER SOCIETY LIMITED

Company number: 00737334

Charity number: 230899

Balance Sheet

As at 31 March 2020

The financial statements on pages 8 to 21 were approved by the Board of Trustees on 6th August 2020
and signed on its behalf by:

B.P. Threlfall

B Threlfall
Director and Chairman

C P Whytock

C P Whytock
Director and Treasurer

A K Howson

A K Howson
Director and Secretary

The notes on pages 12 to 21 form part of these financial statements.

THE ABBEYFIELD LANCASTER SOCIETY LIMITED

Statement of Cash Flows For the year ended 31 March 2020

	2020 £	2019 £
Cash flows from operating activities:		
Net expenditure for the year	(46,809)	(8,554)
Adjustments for:		
Depreciation of tangible fixed assets	52,033	50,820
Loss on disposal of tangible fixed assets	733	170
Interest receivable	(11,702)	(10,091)
Increase in stocks	(1,257)	(855)
Decrease / (increase) in debtors	6,506	(6,631)
Decrease in creditors	(1,068)	(1,850)
Net cash (used in) / provided by operating activities	(1,562)	23,009
	2020 £	2019 £
Cash flows from investing activities:		
Interest received	11,719	9,991
Purchase of other fixed assets	(94,286)	(80,819)
Purchase of current asset investments	(7,821)	(6,515)
Net cash used in investing activities	(90,388)	(77,343)
Net decrease in cash and cash equivalents	(91,950)	(54,334)
Cash and cash equivalents at the beginning of the year	291,443	345,777
Total cash and cash equivalents at the end of the year	199,493	291,443

THE ABBEYFIELD LANCASTER SOCIETY LIMITED

Accounting Policies

For the year ended 31 March 2020

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

General Information

The Abbeyfield Lancaster Society Limited is a private company limited by guarantee domiciled and incorporated in England and Wales. The registered office is Chirnside House, Abbeyfield Close, Scotforth, Lancaster, LA1 4NL

Basis of preparation

The society constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006* and UK Generally Accepted Accounting Practice.

The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £1.

Going concern

In response to the Covid-19 pandemic, the society has put measures in place to alleviate the risk posed by the virus. Some additional costs have been incurred, but the measures appear to have been effective in maintaining normal levels of operation. The society has recorded no cases of Covid-19 amongst staff or residents and occupancy levels have remained normal. The trustees have concluded that it is appropriate to prepare the accounts on a going concern basis as there are no material uncertainties regarding going concern.

Incoming resources

Income is recognised when the society has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Other trading income comprising rental income receivable is recognised on a receivable basis.

Other income is included in the SoFA in the year in which it is receivable.

Monetary donations to the society are included in the SoFA in the year in which they are receivable.

Social Housing Grants

Social Housing Grant (SHG) is paid by Homes England to reduce the cost of developments. SHG is repayable under certain circumstances, primarily following the sale of a property, but any repayment will normally be restricted to the net proceeds of sale of the property. SHG is paid to Registered Social Housing Providers (RSHPs) to subsidise capital costs incurred in the provision of affordable housing and the resulting net cost is approximately equal to the economic value of the property in its designated use.

The grant is recognised in full as restricted income when the conditions described above are satisfied. Following the sale of a property, any social housing grant associated with that property which has not been recycled into a further property is recognised in restricted funds, until such time as it is recycled or becomes repayable.

Other grants

Other grants are recognised in full when the conditions described above are satisfied

Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measure reliably. It is categorised under the following headings:

- Expenditure on charitable activities including residential care for the frail elderly
- Investment management costs

THE ABBEYFIELD LANCASTER SOCIETY LIMITED

Accounting Policies

For the year ended 31 March 2020

Support costs allocation

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include administrative support costs and governance costs. They are incurred directly in support of expenditure on the objects of the charity.

The analysis of these costs is included in note 3.

Fixed assets

The cost of housing land and buildings includes the following:

- i) the cost of acquiring land and buildings;
- ii) development expenditure;
- iii) interest payable on the expenditure incurred up to the date of practical completion.

Depreciation has been provided on all tangible fixed assets at rates calculated to write off the cost less estimated residual value of each asset evenly over its estimated useful life as follows:

Freehold buildings	2%
Fixtures, fittings and equipment	10%
Office equipment	15%

Investments

Investments are recognised initially at fair value which is normally the transaction price excluding transactions costs. Subsequently they are measured at fair value with changes recognised in 'net gains/losses on investments' in the SoFA if the shares are publicly traded or their fair value can otherwise be measured reliably.

Stocks

Stocks are valued at the lower of cost and net realisable value.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid.

Cash at bank and in hand

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

Operating leases

Rentals payable under operating leases are charged to the SoFA on a straight line basis over the term of the lease.

Pension scheme

The society operates a defined contribution pension scheme for certain of its employees. Contributions paid are charged to the SoFA in the period to which they relate.

Creditors and provisions

Creditors and provisions are recognised where the society has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

THE ABBEYFIELD LANCASTER SOCIETY LIMITED

Accounting Policies

For the year ended 31 March 2020

Corporation tax and value added tax

The society has charitable status and is exempt from corporation tax on the charitable income it has received.

The society is not registered for VAT. Accordingly no VAT is charged to residents and expenses in the SoFA are inclusive of VAT.

Fund accounting

Funds held by the society are either:-

Unrestricted general funds

- these are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.

Designated funds

- these are funds set aside by the Trustees out of unrestricted general funds for specific future purposes or projects.

Restricted funds

- these are funds that can only be used for particular restricted purposes within the objects of the society. Restrictions arise when specified by the donor or when funds are raised for particular purposes.

Financial instruments

The society only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Related party transactions

The society discloses transactions with related parties. Where appropriate, transactions of a similar nature are aggregated unless, in the opinion of the directors, separate disclosure is necessary to understand the effect of the transactions on the company financial statements.

Employee benefits

When employees have rendered service to the charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.

The charity operates a defined contribution plan for the benefit of its employees. Contributions are expensed as they become payable.

Judgements and key sources of estimation uncertainty

In the application of the Charitable Company's accounting policies, the directors are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

THE ABBEYFIELD LANCASTER SOCIETY LIMITED

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2020

1. Incoming resources from charitable activities	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £	Total Funds 2019 £
<i>Residential care for the frail elderly</i>				
Residential care fees	950,052	-	950,052	909,775
Other sundry income	-	-	-	40
	950,052	-	950,052	909,815

In the prior year total incoming resources from charitable activities were £909,815, all of which was unrestricted.

2. Investment income	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £	Total Funds 2019 £
Building society interest	44	-	44	58
Investment interest and dividends	10,885	-	10,885	9,368
Bank interest	773	-	773	665
	11,702	-	11,702	10,091

In the prior year total incoming resources from investment income were £10,091, all of which was unrestricted.

3. Analysis of expenditure on charitable activities	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £	Total Funds 2019 £
<i>Residential care for the frail elderly</i>				
Direct residential care costs				
Payroll and other staff costs	733,164	-	733,164	661,331
Food and catering	55,730	-	55,730	51,267
Council tax, utilities and insurance	35,469	-	35,469	35,182
Registration charges	4,939	-	4,939	5,146
Premises, garden and equipment maintenance	48,483	-	48,483	50,449
Postage, stationery, advertising and telephone	4,657	-	4,657	5,499
Other sundry expenses	30,798	-	30,798	26,608
Depreciation and loss on disposal of fixed assets	22,305	29,788	52,093	50,336
Administrative support costs				
Payroll costs	23,714	-	23,714	22,718
Abbeyfield Society affiliation	9,437	-	9,437	9,215
Other sundry expenses	5,512	-	5,512	2,482
Depreciation and loss on disposal of fixed assets	673	-	673	654
Governance costs				
Independent examination and accountancy	6,065	-	6,065	5,720
	980,916	29,788	1,010,704	926,617

In the prior year total resources expended were £926,617, of which £29,260 was restricted and £897,357 was unrestricted.

THE ABBEYFIELD LANCASTER SOCIETY LIMITED

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2020

4. Net outgoing resources	2020	2019
	£	£
Net outgoing resources is stated after charging :-		
Director's remuneration	9,078	8,758
Independent examiner's remuneration: as examiner	3,465	3,360
Independent examiner's remuneration: other services	1,618	1,378
Depreciation of tangible fixed assets	52,033	50,820
Operating lease payments - equipment	12,500	13,088

5. Staff costs and numbers	2020	2019
	£	£
The aggregate payroll costs during the year amounted to :-		
Wages and salaries	699,181	633,835
Social security costs	41,707	39,136
Pension costs	10,791	7,292
	751,679	680,263

No employee received emoluments of more than £60,000 in either the current or previous year.

The society depends considerably on the commitment and enthusiasm of its volunteers. All the management of the society, through the various committees, is undertaken by volunteers. Volunteers also provide significant time and effort in assisting with the day to day operation of the home.

The average monthly number of employees during the year were:-

	2020	2019
	Number	Number
Administration - part time	2	2
Hostel staff - full time and part time	33	33
	35	35

The average monthly number of full time equivalent employees during the year were:

	2020	2019
	Number	Number
Administration	1	1
Hostel staff	26	25
	27	26

6. Trustees' remuneration and expenses

Remuneration of £9,078 (2019 - £8,758) in respect of secretarial services was paid to Mrs A K Howson, a director and trustee of the society, as permitted by the Memorandum and Articles of Association.

No remuneration was paid to any other director or trustee in either of the two years.

During the year the society reimbursed travel expenses incurred for the Abbeyfield National Conference and other Abbeyfield meetings to Mrs A K Howson, a director and trustee, amounting to £263 (2019 - £80). All amounts were paid during the year.

During the year the society paid £44,496 (2019 - £42,112) in remuneration to key management personnel.

7. Pension costs

The society makes defined contributions to employees personal pension plans. The assets of the schemes are held in separately administered funds. The pension cost charge represents contributions payable by the society and amounted to £10,791 (2019 - £7,292). An amount of £2,110 (2019: £1,920) was outstanding at the year end.

THE ABBEYFIELD LANCASTER SOCIETY LIMITED

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2020

8. Tangible fixed assets

	Freehold land and buildings	Fixtures, fittings and equipment	Total
	£	£	£
Cost			
At 1 April 2019	1,887,504	303,251	2,190,755
Additions	30,420	19,537	49,957
Disposals	-	(6,251)	(6,251)
At 31 March 2020	1,917,924	316,537	2,234,461
Depreciation			
At 1 April 2019	649,723	207,869	857,592
Charge for the year	35,558	16,475	52,033
Disposals	-	(5,518)	(5,518)
At 31 March 2020	685,281	218,826	904,107
Net book value			
At 31 March 2020	1,232,643	97,711	1,330,354
At 31 March 2019	1,237,781	95,382	1,333,163

9. Stocks

	2020	2019
	£	£
Food	2,455	1,491
Other sundry stocks	3,235	2,942
	5,690	4,433

Stock of £55,730 (2019: £51,267) has been recognised as an expense.

10. Debtors

	2020	2019
	£	£
Trade debtors	1,791	6,712
Other debtors	-	174
Prepayments	9,452	10,863
Accrued income	188	205
	11,431	17,954

Trade debtors comprise of amounts due in respect of residents' fees.

THE ABBEYFIELD LANCASTER SOCIETY LIMITED

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2020

11. Investments	2020 £	2019 £
Listed investments	274,197	304,024
	<u>274,197</u>	<u>304,024</u>

The fair value of listed investments is determined by reference to the quoted price for identical assets in an active market at the balance sheet date.

12. Cash at bank and in hand	2020 £	2019 £
Bank deposit accounts	178,584	268,703
Bank current accounts	10,843	12,390
Building society account	9,310	9,256
Cash in hand	756	1,094
	<u>199,493</u>	<u>291,443</u>

13. Creditors: Amounts falling due within one year	2020 £	2019 £
Trade creditors	12,254	53,588
Other taxes and social security	10,024	14,519
Other creditors	3,114	3,556
Accruals and deferred income	35,570	34,694
	<u>60,962</u>	<u>106,357</u>

The average number of days between the receipt and payment of purchase invoices is 14 (2019 - 14).

14. Analysis of net assets between funds

	2020			Total Funds £
	General Funds £	Designated Funds £	Restricted Funds £	
Tangible fixed assets	97,711	373,283	859,350	1,330,354
Current assets	369,453	121,358	-	490,811
Current liabilities	(60,962)	-	-	(60,962)
	<u>406,202</u>	<u>494,651</u>	<u>859,350</u>	<u>1,760,203</u>
	2019			Total Funds £
	General Funds £	Designated Funds £	Restricted Funds £	
Tangible fixed assets	95,382	375,031	862,750	1,333,163
Current assets	470,397	121,069	26,388	617,854
Current liabilities	(106,357)	-	-	(106,357)
	<u>459,422</u>	<u>496,100</u>	<u>889,138</u>	<u>1,844,660</u>

THE ABBEYFIELD LANCASTER SOCIETY LIMITED

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2020

15. Members

There is no authorised share capital and the number of members, each of whose liability is limited to £1, at the year end was:

2020 Number	2019 Number
11	11

No one person has overall control.

16. Movement in funds

	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers, Gains & Losses £	Balance at 31 March 2020 £
Unrestricted funds					
Designated reserves					
Swainson Bursary Fund	i) 36,069	-	-	289	36,358
Repairs reserve	ii) 85,000	-	-	-	85,000
Charitable capital expenditure reserve	iii) 375,031	-	(5,770)	4,032	373,293
Total designated funds	496,100	-	(5,770)	4,321	494,651
General funds	459,422	966,959	(978,210)	(41,969)	406,202
Total unrestricted funds	955,522	966,959	(983,980)	(37,648)	900,853
Restricted funds					
Fixed asset restricted fund	iv) 862,750	-	(29,788)	26,388	859,350
Disposals proceeds fund	v) 26,388	-	-	(26,388)	-
Total restricted funds	889,138	-	(29,788)	-	859,350
	Balance at 1 April 2018 £	Income £	Expenditure £	Transfers, Gains & Losses £	Balance at 31 March 2019 £
Unrestricted funds					
Designated reserves					
Swainson Bursary Fund	i) 35,809	-	-	260	36,069
Repairs reserve	ii) 85,000	-	-	-	85,000
Charitable capital expenditure reserve	iii) 402,546	-	-	(27,515)	375,031
Total designated funds	523,355	-	-	(27,255)	496,100
General funds	404,249	920,916	(900,210)	34,467	459,422
Total unrestricted funds	927,604	920,916	(900,210)	7,212	955,522
Restricted funds					
Fixed asset restricted fund	iv) 768,082	-	(29,260)	123,928	862,750
Disposals proceeds fund	v) 150,000	-	-	(123,612)	26,388
Total restricted funds	918,082	-	(29,260)	316	889,138

THE ABBEYFIELD LANCASTER SOCIETY LIMITED

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2020

16. Movement in funds (cont.)

The Charitable Capital Expenditure Reserve represents the net cost of the society's property after the deduction of grants received and depreciation. The transfer of £1,738 from this reserve to the Revenue Reserve in the year ended 31 March 2020 represents recycled grant less the cost of additions and depreciation against unrestricted funds of Chirnside House property for the year.

Purposes of designated funds

i) Swainson Bursary Fund

This reserve reflects donations and legacies received which will be used to assist residents who are unable to meet the full cost of their accommodation.

ii) Repairs reserve

This reserve represents an amount set aside to carry out future major repairs on completed housing properties. The level of the reserve has been assessed by the trustees in the light of the current condition of the property, the probable expenditure required in the foreseeable future, and the availability of grants for such work.

iii) Charitable capital expenditure reserve

This represents that portion of the cost of the society's property which has been financed by charitable donations.

Purposes of restricted funds

iv) Fixed asset restricted fund

This reserve relates to capital expenditure by the charity funded from grants received for that purpose.

v) Disposal proceeds fund

This reserve represents Social Housing Grant received towards the cost of developments which have subsequently been sold. Such grants must either be recycled into further developments or repaid.

17. Financial Instruments

	2020 £	2019 £
Financial assets		
Financial assets measured at amortised cost	201,284	298,155
Financial assets at fair value through profit or loss	274,197	304,024
Financial liabilities		
Financial liabilities measured at amortised cost	12,254	53,588

Financial assets measured at amortised cost comprise:

Trade debtors of £1,791 (2019: £6,712) incurred in the normal course of the charity's activities. The balances are recoverable within one year.

Cash balances of £199,493 (2019: £291,443).

Financial assets at fair value through profit or loss:

The fair value is determined by reference to the market value of the investments listed on the UK stock exchange, £274,197 (2019: £304,024).

Financial liabilities measured at amortised cost comprise:

Trade creditors of £12,254 (2019: £53,588) as detailed in note 13 to the financial statements. The balances are due within one year.

THE ABBEYFIELD LANCASTER SOCIETY LIMITED

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2018

18. Operating lease commitments

At the reporting end date the society had outstanding commitments for future minimum lease payments under non-cancellable operating leases, as follows:

	2020	2019
	£	£
Equipment		
Within one year	11,592	6,544
Between two to five years	40,572	-
After more than five years	-	-
	52,164	6,544

19. Capital commitments

At the balance sheet date the society has capital commitments amounting to £Nil (2019 - £Nil).

20. Operating costs from lettings

	2020	2019
	£	£
Special needs accommodation - 30 units (2019 - 30 units)		
Services	904,600	824,382
Management	45,401	40,799
Routine maintenance	30,915	32,176
	980,916	897,357

THE FOLLOWING PAGES
DO NOT FORM PART OF
THE INDEPENDENTLY EXAMINED STATUTORY FINANCIAL STATEMENTS

THE ABBEYFIELD LANCASTER SOCIETY LIMITED

UNRESTRICTED INCOME AND EXPENDITURE ACCOUNT

For the year ended 31 March 2020

	Note	2020 £	2019 £
Donations and legacies		5,205	1,000
Charitable activities income			
Residential care income	1	950,052	909,815
Investment income			
Interest receivable and similar income		11,702	10,091
Other income			
Sundry income		-	10
Charitable activities expenditure			
Operating costs	2	(935,515)	(856,558)
Management expenses	3	(45,401)	(40,799)
Investment management costs		(3,084)	(2,853)
Net (expenditure) / income and movement in funds for the year		(17,021)	20,706

THE ABBEYFIELD LANCASTER SOCIETY LIMITED

NOTES TO THE UNRESTRICTED INCOME AND EXPENDITURE ACCOUNT

For the year ended 31 March 2020

	2020 £	2019 £
1. Residential care Income		
Residential care charges receivable	950,052	909,775
Day care charges	-	40
	950,052	909,815
	2020 £	2019 £
2. Residential care operating costs		
Employee costs	727,905	656,095
Training	4,430	4,677
Uniforms	819	559
Care management	3,175	3,168
Food and catering	55,730	51,267
Outings and entertainment	5,909	5,642
Cleaning, laundry and consumables	18,932	16,827
Medical supplies	208	182
Council tax	3,102	2,992
Water charges	6,586	7,009
Heating and lighting	19,502	19,370
Telephone	711	730
Insurance	6,279	5,811
Postage, stationery, and advertising	3,946	4,769
Garden maintenance	5,048	5,185
Travelling expenses	248	111
Registration charges	4,939	5,146
Repairs and renewals	30,915	32,178
Equipment rental	12,500	13,088
Miscellaneous expenses	2,328	678
Depreciation - land and buildings	5,770	5,690
Depreciation - fixtures and fittings	15,849	15,232
Loss on disposal of fixed assets	686	154
	935,515	856,558

THE ABBEYFIELD LANCASTER SOCIETY LIMITED

NOTES TO THE UNRESTRICTED INCOME AND EXPENDITURE ACCOUNT

For the year ended 31 March 2020

	2020 £	2019 £
3. Management expenses		
Employee costs	23,714	22,718
Abbeyfield Society affiliation	9,437	9,215
Independent examination and accountancy	6,065	5,720
H R consultancy	744	-
Travel	289	85
Repairs and renewals	985	-
Registration fees	300	300
Sundry expenses	1,857	1,547
Postage, stationery, and advertising	197	150
Training	255	43
Bank charges	385	367
Legal and professional fees	500	-
Depreciation - office equipment	626	638
Loss on disposal of fixed assets	47	16
	<hr/>	<hr/>
	45,401	40,799
